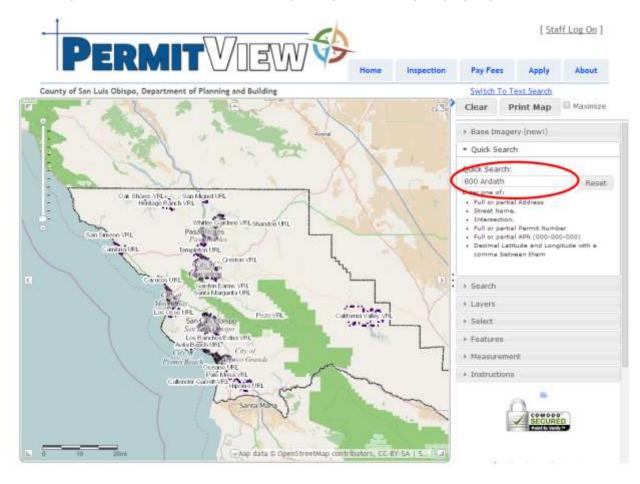
How to Generate a Mailing List in PermitView

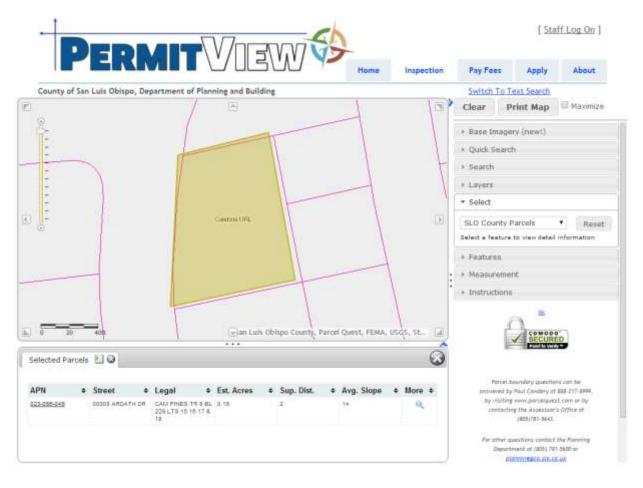
Suppose you need to build a mailing list for all the properties within some area around your home or business. You may need this as part of a getting a permit to develop your property or change the use on the property. With PermitView, this is a three step process. Locate your property, generate a 'buffer' around your property and build your mailing list.

Locate Your Property

Step one is to find your property in PermitView. Use a web browser to go to PermitView at http://www.sloplanning.org/PermitView and locate the property for which you want to send out a mailing list. Enter your address or APN in the "Quick Search" to find your property, or you can use the zoom and pan features to move around the map until you've found your property.

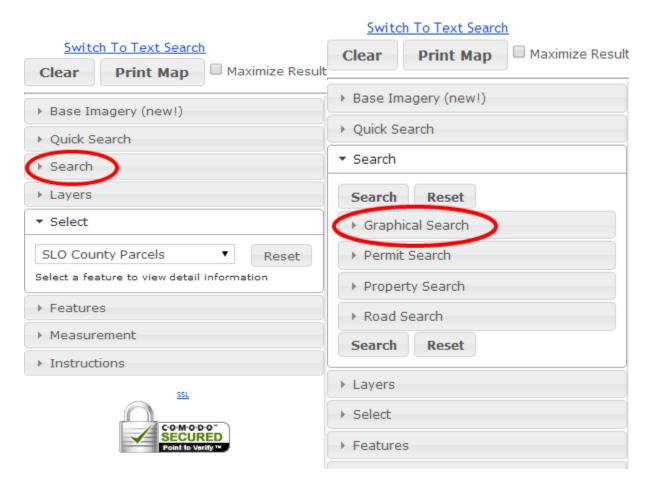


Once you've found your property, click in your property to select it. PermitView will automatically zoom to the property selected, highlight it, and display its address so you can verify you have the correct property.

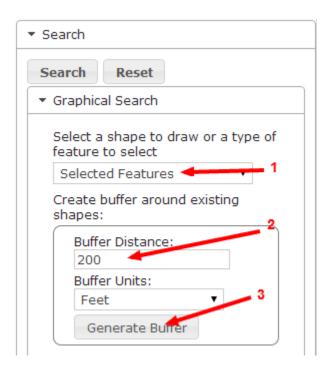


Generate a Buffer

Step two is to define the area around your property for which you need a mailing list. This could be 200 feet for a vacation rental or maybe 1000 feet for business construction. To do this we'll get into the search function and then tell PermitView to draw your buffer. Click on "Search" and then on "Graphical Search" to get into the correct area to generate the buffer.

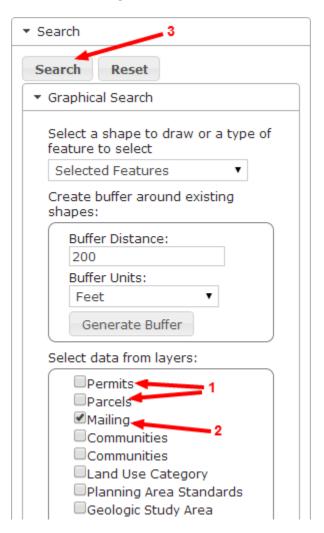


Click in the top drop down window ("Select a shape ...") and select the option 'Selected Features'. Now we want to tell the system to search around your property. Enter a number in the "Buffer Distance" field and pick the right units in the "Buffer Units" field. In the image below, we've told the system that we want to search 200 Feet around your property. Finally, we want to click on the "Generate Buffer" button.



Create the Mailing List

Now that we've selected the area that we want for our mailing list, it's time to generate addresses. Just below the "Generate Buffer" button, unselect the check boxes "Permits" and "Parcels" and select the check box "Mailing". Then click on the Search button at the top or bottom of the search panel. That's it.



We're done! Now all we need to do is export your mailing list. Click on the download icon in the Mailing tab, and the list of mailing addresses will be downloaded to your computer in a format that can be used by Microsoft Office, Open Office or other office program.

